

Normal Scheduling Durations for Division of Aviation (DoA) activities

The durations shown represent typical timeframes for DoA staff, under normal project load, to review, process, or approve certain types of tasks. Certainly each project presents different issues; however DoA expects that all project schedules will include these tasks and the associated durations. Training, conferences, vacation, and sick absences can potentially extend these timeframes.

Task	Business Days
Review of Work Authorizations and Request for Aid packets	
APM review of a Work Authorization	12
Generate a Request for Aid (after APM approval)	3
APM review of a completed Request for Aid packet	5
Plan and Bid Packet Reviews	
DoA Plan Review – any phase	10
FAA Plan Review Variable durations – any phase	Varies Min 20
FAA Review of a Modification to Standards Highly Variable durations, and it could be denied which could reset design durations	Varies 1-6 Mos
DoA Bid Packet Review	10
Budget Revisions leading to Grand Modifications For grant modifications, the Sponsor schedule should consider additional time necessary to obtain a higher-level cost certification from the local government before a Grand Modification can be processed by DoA.	
All funding types: No additional monies needed- simple A-code adjustments	5
State Highway Funds: New budget exceeds old; however total is still below grant amount (requires DoA and Deputy Secretary approval)	10
State Highway Funds: New budget exceeds Grant Amount (requires DoA, Board of Transportation, and Deputy Secretary approvals)	40
State Funds - Strategic Investment Initiative (STI): (requires DoA, Strategic Initiatives office, BOT, and Deputy Secretary approvals)	
FAA Apportionment: New Budget exceeds Grant Amount (requires DoA, FAA, and Deputy Secretary approvals) Additionally, should any state matching funds exceed previous BOT-approved amount, then the total duration could increase by 10-20 days.	40

FAA Discretionary: New Budget exceeds Grant Amount (requires DoA, FAA, and Deputy Secretary approvals) Additionally, should any state matching funds exceed previous BOT-approved amount, then the total duration could increase by 10-20 days.	TBD
FAA Non-Primary Entitlement: If additional funds are available	10
Grant Modification Sponsor schedule should consider additional time necessary to obtain local government signature of the Grant Agreement.	
Prepare and Approve (DoA and NCDOT Deputy Secretary)	5
New Grant Sponsor schedule should consider additional time necessary to obtain local government signature of the Grant Agreement.	
Prepare Grant Agreement (create WBS, move & verify funds, create & send doc)	15-20
Generate Grant and issue Notice to Proceed (review signatures & seals, scan documents to archives, obtain DoA and Deputy Secretary approval)	10-15